

CSO Solicitation No. 2259

Statewide Inspection of Highway Bridges, Sign Supports and Mast-Arm Supports **Prequalification Category: Bridge and Structure Inspection**

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage six (6) prequalified consultant engineering firm, in the category listed above, to perform routine and in-depth safety inspections on bridges, overhead signs and mast-arm supports that conform to the standards prescribed by the American Association of State Highway and Transportation Officials (AASHTO), the National Bridge Inspection Standards (NBIS) and the Department's Bridge Inspection Manual. Tasks to be performed under this assignment may include, but not be limited to: Bridge Inspections (Inventory, Routine, Damage, In-Depth, Interim/Special, Emergency and Semi-Final Construction Inspections) that may include Investigations, Developing Minor Repair Details and Developing of Work Scopes related to their inspections, and Structural Load Carrying Capacity Calculations. In addition, Quality Control/Quality Assurance checks of work (primarily inspections and inspection reports) prepared by others, Development and/or Updating the Department's Bridge Inspection Manual, and Developing and Administrating Training.

The total number of assignments for each firm may vary depending on the Department's needs. It is anticipated that structures which require an inspection once every two years will be inspected at least twice under this assignment. Other structures, which only require an inspection once every four years, will be inspected at least once.

The selected consultant will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department including updating databases using SMS. Report sketches will be required to be updated and/or completed in MicroStation CADD format.

The selected firm will be required to provide the inspection equipment necessary to complete this assignment and to maintain a Connecticut office for the duration of this assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment. For further information, please refer to the Department's Bridge Inspection Manual. (This manual can be found online at www.ct.gov/dot under the publications link.)

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter-of-interest and Department Form CSO 255 with a maximum of five résumés (the CSO 255 form can be found online at www.ct.gov/dot/business/consultant/selection). One of the résumés must be that of the proposed Project Manager, as well as assurance that he/she will be available for this assignment. **Four copies of the submittal are required and they must be postmarked by, or, if hand delivered, received by 3:00 p.m. on January 14, 2016.**

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 20%
- (2) Bridge inspection and evaluation; Weighted scoring value = 20%

- (3) Overhead sign support inspection and evaluation; Weighted scoring value = 10%
- (4) Bridge rehabilitation and maintenance; Weighted scoring value = 10%
- (5) Mechanical and electrical inspection of movable bridges; Weighted scoring value = 5%
- (6) Non-destructive testing; Weighted scoring value = 5%
- (7) Availability and Type of Inspection Equipment = 5%
- (8) An established safety program and familiarity with OSHA regulations; Weighted scoring value = 10%
- (9) Familiarity with AASHTO specifications, including load ratings methods, the NBIS bridge inspection standards and the Department's bridge inspection policies and procedures; Weighted scoring value = 15%

The types and availability of inspection equipment should be listed, as well as an indication of those members of your staff which have completed the NBIS Safety Inspection Training.

You are advised that a disadvantaged business (DBE) goal applies to this project. The goal will be no less than eight percent (8%) of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements and the latest versions of these documents, can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the

State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the

Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firms will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiation process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All letters of interest shall be mailed to:

Mr. David M. Mancini, P.E.
Office of Consultant Selection
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06111

Hand deliveries should be brought to the front desk at the aforementioned address, **no later than 3:00 p.m. on January 14, 2016**. Submittals hand-delivered or postmarked after this date and time will not be considered.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or selection made.

All inquiries regarding this request for letter-of-interest must be directed to the Consultant Selection Office at (860) 594-3017.